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ABSTRACT

A deposit collection of library materials in a familiar place may be the only way disadvantaged adults will learn that the public library has something for them. Many libraries have used deposit collections successfully in serving this group by placing them in classrooms, in bookmobiles, in crossroads stores, in private homes, in clinic waiting rooms and other agencies. The library staff members who prepare deposit collections must know the needs and interests of the people they are serving. Each collection should be tailored to the location in which it is placed, suiting the needs of those who will encounter it there. Steps in creating deposit collections include determining appropriate locations within the community, obtaining the proprietors' cooperation, compiling and displaying the collection, and collection maintenance. Depending on the type of deposit collection and its location, costs can vary from about $5 to $50 per collection. This pamphlet on building deposit collections, one of a series of guides for library services to disadvantaged adults, includes, as resource materials, a professional reading list, libraries to visit, and a list of topics of interest to disadvantaged adults. (Author/SL)

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MOREHEAD STATE UNIVERSITY
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KENTUCKY

LIBRARY SERVICE GUIDES

4

Appalachian Adult Education Center

ROTATING OR DEPOSIT COLLECTIONS OF SPECIAL MATERIALS FOR DISADVANTAGED ADULTS

APPALACHIAN ADULT EDUCATION CENTER

Public Library Training Institutes
Library Service Guide No. 4

ROTATING OR DEPOSIT COLLECTIONS OF SPECIAL MATERIALS FOR DISADVANTAGED ADULTS

by

Beverly Rawles

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Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
Morehead, Kentucky

January, 1974

TABLE OF CONTENTS

	Page
Definition of Terms	1
Who Prepares Deposit Collections?	1
Why Provide Deposit Collections?	1
Where Do You Put a Deposit Collection?	2
When are Deposit Collections Provided?	2
What are the Benefits of Deposit Collections?	2
What are the Problems of Deposit Collections?	2
How Do You Do It?	3
Step 1. Determine Where You Should Put Deposit Collections	3
Urban Area	3
Rural Area	4
Step 2. Get Permission and Agreements from Proprietors and Contact Persons in Agencies	5
Step 3. Assemble the Deposit Collections	5
Step 4. Deliver Materials and Set up Deposit Collections	6
Step 5. Maintenance of Deposit Collections	8
How Much Does It Cost?	8

TABLE OF CONTENTS (continued)

Page

What Other Libraries Have Done 9

Where To Go To Visit 10

What Can You Try? 11

What To Read 11

DEPOSIT COLLECTIONS OF LIBRARY MATERIALS

DEFINITION OF TERMS	*Coping Skills*—ability to use one's knowledge to act constructively in his own behalf. *Deposit Collection*—small group of books, pamphlets, records, pictures, tapes, games, magazines and newspapers placed in business establishments, school rooms, waiting rooms, correctional institutions, hospitals or other places to provide information and recreation to special groups. *Disadvantaged Adults*—a person 16 years of age or over who has not had the opportunity to attain economic and educational levels which permit him to cope with his environment; those with less than a high school education and/or whose family income is below the poverty level.		
	Most disadvantaged adults have never been inside a library; they are often frightened by the imposing brick and glass structures and they think the library is only for middle class people; and they oftentimes lack the private and public transportation to get to libraries. They are not going to come into the library unless they learn about what it has to offer them through people they know and trust. A deposit collection of library materials in a familiar place may be the only way they will learn that the public library has something for them. Many libraries have used deposit collections successfully in serving disadvantaged adults by placing them in classrooms, on bookmobiles, in crossroads stores, in private homes, in waiting rooms of clinics and other agencies.		
		WHO PREPARES DEPOSIT COLLECTIONS?	The library staff members who prepare deposit collections must know the needs and interests of the disadvantaged adults they are serving. One way to determine what is needed is to take a copy of the AAEC's *Life Coping Skills Categories* with you when you go into the community and check off the categories of importance as you discuss permission to place the collections with proprietors and agencies. If the collection is to be placed in the lunchroom of a factory, it should be designed for the people who work there, just as one to be placed in an adult basic education classroom must contain materials especially selected for this group.
		WHY PROVIDE DEPOSIT COLLECTIONS?	Deposit collections may be the only way the library can reach some of the disadvantaged adults in the community. They do not go to libraries; they don't have much leisure time in the press of adult responsibilities; and they don't know what the library can do for them. The public library must go to the disadvantaged adults where they live, work, and congregate.

WHERE DO YOU PUT A DEPOSIT COLLECTION?

The library must explore the neighborhoods where disadvantaged adults live to find out:

- the characteristics of the people to be served—such as age, income level, sex, and race or national origin.
- the availability of adult basic education classes and other programs in the neighborhood which may need deposit collections to support their programs.
- the businesses located in the area such as stores; the places where disadvantaged adults work; plus recreation centers, churches, laundromats, learning centers, community centers, hospitals, correctional facilities, or private homes.

From this list of potential locations, you will eventually choose the ones where you will put your deposit collections.

WHEN ARE DEPOSIT COLLECTIONS PROVIDED?

After the library has decided where deposit collections might be placed and the best places to put them, contacts must be made with the agencies, organizations and businesses to obtain permission and make arrangements to install the collections. Some proprietors and agency representatives are reluctant to accept the collection for fear of being held responsible or becoming involved in record keeping. All arrangements and agreements must be made before the deposit collection can be placed.

WHAT ARE THE BENEFITS OF DEPOSIT COLLECTIONS?

The deposit collection can provide a source of information to disadvantaged adults that they will get no other way. It may be their first introduction to the public library and to material that is of interest to them and at a level they can read. The users find out that the library does have something for them, that it is free, and that they don't have to go out of their own neighborhood to use it. Some users of deposit collection will become users of branch and main libraries.

WHAT ARE THE PROBLEMS OF DEPOSIT COLLECTIONS?

Most libraries reporting on their experiences with deposit collections have had very positive results. Some have failed to persuade proprietors and correctional institution staffs to accept the collections; others have had materials disappear or equipment damaged, but these seem to be isolated incidents. Generally the collections have been accepted with enthusiasm and used heavily. Losses have not been significant since many deposit collections are made up of paperback books and inexpensive pamphlets. The material does wear out but it is seldom stolen.

DEPOSIT COLLECTIONS OF LIBRARY MATERIALS

Some librarians do not favor deposit collections because they feel the users will think there is no more to the public library than the deposit collection. This impression can be corrected through publicity: a sign attached to the display, leaflets left with the display, newspaper announcements, word of mouth, and offers of tours of library facilities. Some seemingly obvious places, like grocery stores, may not work in your community because the adults have other concerns when they go there.

HOW DO YOU DO IT?

Deposit collections of library materials are very important to the programs of adult learning centers, Community Action Centers, correctional institutions, hospitals, and adult basic education classes. The materials are used to enrich the curriculum, provide information on jobs, on medical and social security applications, and legal problems. Other deposit collections containing small dictionaries, almanacs, the Bible, sports stories, and magazines located in stores, barber shops, laundromats, and churches provide an important informational and recreational service to disadvantaged adults. There are five major steps in establishing deposit collections:

Step 1. Determine Where You Should Put Deposit Collections

Step 2. Get Permission and Agreements from Proprietors and Contact Persons in Agencies

Step 3. Assemble the Deposit Collections

Step 4. Deliver Materials and Set Up Deposit Collections

Step 5. Maintenance of Deposit Collections

Step 1. Determine Where You Should Put Deposit Collections.

URBAN AREA. If you are located in an urban area or a town, go to the neighborhoods where disadvantaged adults live and find out what businesses and agencies are there. Make a list of the types and their addresses; include churches and schools. Find out who the proprietors or contact persons are.

Based on your resources and local constraints, decide

- how many deposit collections you can afford
- what kinds of materials will be needed by coping skill area (use the AAEC *Life Coping Skills Categories* and match the categories to the needs of disadvantaged adults in your community)
- Decide where you will try to place the collections. Since you will probably not be able to place as many collections

as you would like, choose the best places for serving disadvantaged adults.

1. Lunchrooms in the places where they work

2. Homerooms of the children of disadvantaged adults where home kits might be placed to be taken home.

3. Classrooms and learning centers of adult basic education students.

4. Waiting rooms of medical and social welfare agencies serving disadvantaged adults.

5. Correctional institutions, nursing homes, hospitals, and clinics

6. Housing projects for low income families

7. Grocery stores, barber and beauty shops, laundromats

8. Churches, recreation centers.

RURAL AREA. If you serve a rural area, you will need to know where the disadvantaged adults go for shopping needs, medical attention and other services, and what schools and places of employment are in the area. If you have bookmobile service, you can place special book deposits and home kits on it to provide service with pamphlets and paperbacks on topics of interest to rural families: crops, nearby job opportunities, child care, health and sanitation, home repair and maintenance, and stories for preschool children which the parents can read to them.

Based on your resources and local constraints:

- Decide what you can afford to provide as deposit collections
- Determine what kinds of materials will be needed by coping skills categories for the people you will be serving. What crops are grown in the area? Check with county extension agents to find out what pamphlets on raising particular kinds of crops may be useful to farmers raising them.
- Decide where you will try to place deposit collections

    1. Homerooms of children of disadvantaged adults who can take the materials home

    2. Grocery stores, barber shops, pool halls

    3. Churches and other places disadvantaged adults meet

4. Home kits to be distributed with "meals on wheels" or other food services
5. Private homes.

Step 2: Get Permission and Agreements from Proprietors and Contact Persons in Agencies.

You must contact the proprietors and agency personnel with your plans for deposit collections by:

1. Explaining the purpose of the deposit collection as an extension of the public library in its attempts to provide information to people who cannot afford to buy it for themselves.

2. Describing what the deposit collection will consist of in terms of recreational reading such as sports, quick reference such as dictionaries and almanacs; magazines; pamphlets on jobs, social security, drugs, family planning, or other topics.

3. Explaining that the responsibility for the collection is the library's and not that of the proprietor or agency. Let them know whether the material can be borrowed or is to be used on site, and what plans the library has for maintaining the deposit collection.

Step 3. Assemble the Deposit Collections.

You will build deposit collections based on the needs and interests of the disadvantaged adults who will use them. You have determined this from:

- Your knowledge of the community
- Your conversations with the potential users
- Your conversations with proprietors, employers and other social agency personnel where you will place the collections

You have decided on exactly where you will place the collections based on:

1. The willingness of agencies and businesses to accept the collections

2. The approximate number of disadvantaged adults who congregate in that particular location

3. The resources you have available for deposit collection.

Finally, you will select the materials for the deposit collections based on:

- Interests and needs of the disadvantaged adults to be served. Choose what they want to read.

- Amount of space available for the collection. You may have space for only one rack or small bookcase. If you are planning to give away pamphlets or leaflets, you will want to have them available in many copies.

- What racks or bookcases are available for displaying the materials. Classrooms may be able to provide a bookcase but the library may be expected to provide racks for deposit collections in businesses or other agencies. This cost must be considered before the locations for deposits are decided.

Step 4. Deliver Materials and Set Up Deposit Collections.

You have selected the materials for each deposit and have decided where they will be located. Now you will need to acquire the racks or bookcases for displaying the material, if there is no furniture for this purpose at the location.

Some steps to follow are:

1. Assemble the materials in one place and label each collection with the name and address of the location to which it is going.

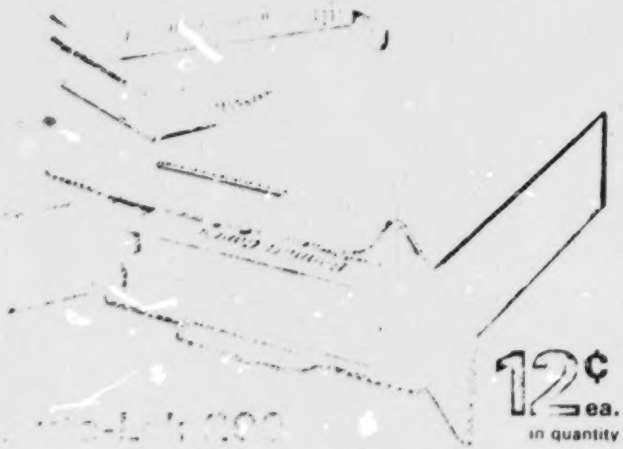
2. Collect the racks or bookcases for transporting to the sites.

3. Acquire boxes for shipment of materials. For deposit collections, used packing boxes are sufficient. If the library doesn't have any, grocery stores may be willing to provide some. For home kits, small boxes are needed.

Boxes can be ordered from office suppliers, or shoe boxes might be acquired from shoe stores. Prices of boxes vary with the quantity ordered. See the examples on the following page:

BEST COPY AVAILABLE

Fidelity Products Company
705 Pennsylvania Avenue South
Minneapolis, Minnesota 55426

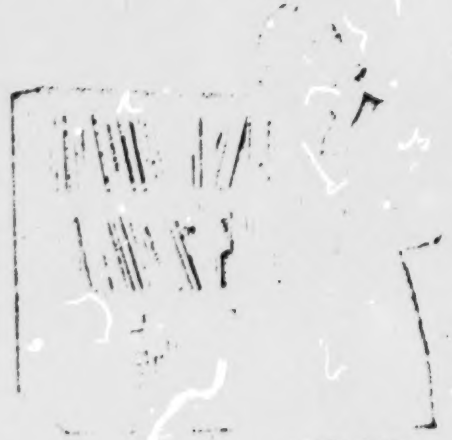


12¢ ea. in quantity

Perfect, low-cost mailing protection for books, catalogs, magazines, photos, maps, gifts, samples, etc. Speeds mailing process from packing to delivery. Smallest mailer holds more than one inch of 8½ x 11" sheets.

MODEL	DIMENSIONS WxDxH in inches	QUANTITY PRICE (prices shown are per 100 mailers) 100	300	600	1200	2400	SHPG. WT. (100)
F3210	8⅝ x 1⅝ x 11⅞	$18.50C	$17.50C	$16.50C	$15.50C	$12.00C	27
F3220	8⅝ x 2⅝ x 11⅞	$20.50C	$19.50C	$18.50C	$17.50C	$16.00C	33
F3230	9⅛ x 1⅝ x 12⅜	$20.50C	$19.50C	$18.50C	$17.50C	$15.00C	32
F3240	9⅛ x 2⅝ x 12⅜	$26.00C	$25.00C	$24.00C	$23.00C	$21.50C	45
F3250	8⅝ x 2⅝ x 14⅜	$27.50C	$26.50C	$25.50C	$24.50C	$22.50C	48
F3260	11⅝ x 2⅝ x 12⅜	$28.50C	$27.50C	$26.50C	$25.50C	$23.50C	50

Prices per 100, mailers are packed 100 per carton, minimum order 100
Shipped F.O.B. Minneapolis, California or New Jersey Factory



Book-Stor $6.50 in quantity

Holds up to 150 books

Gives you a "library" in your office, den, rec room (or college dorm) for little more than the price of a handful of paperbacks. Top, base and shelves are reinforced inside with sturdy 3/16-inch plywood to prevent sagging—even when loaded with textbooks or classics. Outer shell of heavy-test corrugated fiberboard has a handsome walnut woodgrain finish that is hard to tell from the real thing. 24 inches wide, 6¼ inches deep. Stands 27 inches tall. Ships flat, sets up quickly. F.O.B. Minneapolis, California or New Jersey factory.

MODEL F1250 Shpg. wt. 6 lbs. $6.95
3 or more $6.50 ea.

4. Transport the materials by station wagon or truck depending upon the quantity, the size of racks or other equipment. The library staff will have to transport the materials and set up the displays.

Step 3. Maintenance of Deposit Collections.

You cannot install a deposit collection and then forget about it.

The library usually will have to maintain these collections. You should be prepared to do this and you should have reached an understanding on how and when it will be done with your staff before and when you obtain agreements with the proprietors and agencies to place the collections in their businesses.

Some steps to follow in maintenance include:

1. Regularly scheduled visits to check on the condition of the materials. Since paperbacks and pamphlets wear out quickly, you must be sure the worn and lost items are replaced. The display always should be attractive and the materials clean and new. The host of the collection should feel free to call you about needs or problems.

2. Finding out what materials are being used. If you discover that some items are not being used, you should replace them with more popular ones. Also, you will want to ask the users and the proprietors or agency representatives what other topics they think would be of interest and then choose new materials based on these suggestions.

3. Removing out-of-date newspapers and magazines. An up-to-date deposit collection shows that the library is seriously interested in providing this service. Also, the attractiveness of the materials appeals to the users and to proprietors who do not want their places of business cluttered with shabby, worn-out newspapers and paperbacks.

4. Providing instructions for borrowing material such as a leaflet, with directions to sign a card and leave it on the rack or bookcase, and where to return the material. Some libraries encourage returning of material at a branch library and, in this way, introduce the user to the branch.

5. You may decide not to keep formal circulation data but rather let your users return a book when they take another.

HOW MUCH DOES IT COST?

Costs of Deposit Collections

Costs depend upon the type of deposit collection used:

1. Classroom deposits—generally these collections are made up of books, pamphlets, magazines, newspapers, records, games, films and filmstrips from the library's general collections. They are rotated and restocked based on student interests and needs. These collections of special materials for disadvantaged adults will be included in the library's budget.

Approximate Cost: about $50 per collection

2. Paperback and pamphlet collection—these collections would be located in laundromats, reading rooms, beauty shops, waiting rooms and other places of business. The materials used for such collections will be worn out through use. The pamphlets probably will be given away. Most of this material will be free or inexpensive.

Approximate Cost: about $15 per collection

3. Small collections or home kits—home kits will include easy reading paperbacks and pamphlets for disadvantaged adults and some story books for pre-school children. The home kit should have family appeal and should contain leisure reading for adults and children plus pamphlets on daily life problems such as health, family planning, child rearing, nutrition, and budgeting.

WHAT OTHER LIBRARIES HAVE DONE

Home kits can be distributed by bookmobile, from the library or possibly through the home rooms of school students who can take them home to their parents.

Approximate Cost: about $5 per kit

Countless libraries across the country have used deposit collections successfully. The idea is not new: in the 1930's the Works Projects Administration (WPA) provided deposit collections of books and pamphlets in many counties with no information resources. During World War II, the War Information Centers were set up to provide survival information at the county level. The Tennessee Valley Authority's (TVA) educational program provided "book boxes" to construction camps.

Recent efforts of public libraries to provide deposit collections for the use of disadvantaged adults include the following which have worked well:

Brooklyn Public Library

The now famous "3-B's" project placed deposits in bars, barbershops and beauty parlors in disadvantaged neighborhoods. The collections of paperback reference books were placed in popular neighborhood locations. The material was to be

used at the locations rather than circulating.

Specific titles which were used:

The World Almanac
Consumer Reports Buying Guide
The Compact Bible
Basic Dictionary of American English
The ABC's of Beauty
What Shall we Name the Baby?
The Club Member's Handbook
Double your Reading Speed
Baseball's Hall of Fame
Guinness Book of World Records

Chicago Public Library

The Special Extension Service of the Chicago Public Library for the past five years has been serving disadvantaged persons by placing deposit collections in agencies working with the disadvantaged, in classrooms, and youth centers. In all, the library provides services to 485 groups and organizations with whom it has written agreements covering the handling and maintenance of the materials. The library offers training to the staff of the agencies on how to provide library services to their clients.

Enoch Pratt Free Library, Baltimore

Deposit collections were set up in Community Action Centers to serve disadvantaged families. The collections were made up of paperbacks, magazines, ready reference materials, and recreational reading. Included in the collections were books on jobs, literacy, and high school equivalency tests. Educational games for children were included. These were circulating collections.

Newark (New Jersey) Public Library

A deposit was placed in a tutoring center in a housing project and instruction provided on the use of books.

Cleveland Public Library

Classroom sets placed in adult basic education classes were very successful. The materials were new and up to date.

Putnam County Adult Learning Center, Hurricane, West Virginia

A rotating collection was placed at the Learning Center. The books were available to take home. The Community Action Program provided its bus to take Learning Center students to the public library.

WHERE TO GO TO VISIT

The use of deposit collections by public libraries has become very popular all over the country. It is helpful to visit a library which has a successful program before you begin your program. Most

large libraries have such programs. In your state you can find out where to go to visit by calling your state public library agency. They can help you choose a library of similar size and with user groups similar to yours.

WHAT CAN YOU TRY?

You can experiment with deposit collections to see how well they work in your community. In expanding your services to disadvantaged adults, pick a place to try out a deposit collection where disadvantaged adults congregate, such as waiting rooms in health and welfare agencies or low-income housing projects.

An alternative to a regular deposit collection might be a rotating "teachers collection." For a teacher's collection, the teacher comes to the library and selects books and materials to fit the needs of his or her class. You can help by pointing out special or new materials. The teacher then checks out the materials for as long as they will be needed, takes them to the adult classroom or learning center, and returns them to check out a new selection.

WHAT TO READ

Some magazine articles and books on deposit collections of library materials which may be of interest to you are:

1. Fern Long, "Impatience and the Pressure of Time: Cleveland's Reading Center Project," *Ohio Library Association Bulletin*, Vol. 36, No. 3, June, 1966, pp 12-18.

2. Peter Hiatt and Henry Drennan, editors, *Public Library Service for the Functionally Illiterate: a Survey of Practice*, Chicago, American Library Association, 1967, pp 37-52.

3. Eleanor Frances Brown, *Library Service to the Disadvantaged*, Metuchen, N.J., Scarecrow Press, Inc., 1971, pp 98-99, 122, 130-132, 435.

4. *Report on Library Service to the Disadvantaged*, Chuck-Powell Regional Library Center, Clinton, Tennessee, the library, n.d.

APPALACHIAN ADULT EDUCATION CENTER

BUREAU OF RESEARCH AND DEVELOPMENT
MOREHEAD STATE UNIVERSITY
MOREHEAD, KENTUCKY

LIFE COPING SKILLS MATERIALS LIST

Categories and Sub-categories
June, 1973

ADVOCACY

- Arrests
- Civil Rights
  - Bill of Rights
  - Civil Rights Movement
  - Legal Rights Under the Law
  - General
- Consumer Rights (See Consumer Economics: Consumer Rights)
- Legal Aid

AGING

- Aging Process
  - Emotionally
  - Mentally
  - Physiologically
- Burial Insurance (See Insurance: Burial Insurance)
- Care of the Aged in the Home
- Death
- Funerals
- Nursing Homes and Rest Homes
- Programs, Organizations, and Agencies for the Aging
  - Medicare (See Health: Health Cost Medicare)
  - Social Security (See Insurance: Social Security)
  - Other

Retirement
- Activities and Recreation
- Benefits
- Education
- Employment (See also Jobs: Occupational Information)
- Housing
- Planning

Wills

CHILDREN

Adolescence
Adoption
Babysitting
Birth and Genetic Defects (See Health: Birth and Genetic Defects)
Breast and Bottle Feeding
Child Abuse
Childbirth (See Health: Childbirth, Labor, Midwifery)
Child Development
Child Health Care (See also Health: Disease Information)
(See also Health: How to Select and Obtain Health Services)
Child Rearing
Development of Verbal Skills
Discipline
Drop-Out Prevention
Emotional Problems in Children (See also Health: Mental Health)
(See also Family: Conflict)
(See also Family: Crisis)
Foster Care
Gifted Children
Playing with your Children
Premature Babies
Prenatal Care (See Health: Prenatal Care)
Raising Children Alone

Retarded Children (See also Health: Retardation Prevention
(See also Health: Prenatal Care)
Selection of Child Care Facilities
Sex Education (See also Family: Sexual Relations)
Success and Failure in School
Teaching Children to Handle Emergencies (See also Family: Safety Planning)

COMMUNITY
Censorship
Citizenship: Naturalization
Citizen's Responsibilities
Community Organizations (See Community: Organizations, Resources, Services)
Community Projects
Jury Duty
Public Office
Social Action
Voting, Vote Buying
Community Hazards
Community Organizations, Resources, and Services
Child Services
Churches
Employment
Fire
Legal Aid (See Advocacy: Legal Aid)
Licensing Bureaus
Police
Public Health
Public Library Services
Referral Services
Schools
Volunteers
Water
Welfare, (See also Consumer Economics: Food Stamps)

- Dealing with Police
- Emergency Services
  - Disaster Action
  - Red Cross
  - Salvation Army
  - Telephone Hot Lines
- Ethnic Centers and Groups
- Government: Local, State, National
- How to Participate In and Use the Democratic Process
- Juvenile Delinquency
- Keeping Informed: Media, TV, Radio, Newspapers, Magazines
- Military Service
- Parliamentary Procedures
- Re-entry from Institutions
  - Corrections
  - Sanatoria
  - Veterans
- Social Problems of the Community
  - Busing
  - Crime
  - Environment, Ecology (See also Health: Pollution)
  - Street Safety
  - Zoning
- Street Gangs

CONSUMER ECONOMICS

- Advertising
- Auctions
- Bankruptcy
- Banks and Banking
  - Checking
  - Savings
- Bartering
- Buying Guides

- Car Buying: New and Used
- Comparison Buying: Values in Purchasing
  - Appliances
  - Clothing (See also Family: Home Management Care of Clothing)
  - Drugs
  - Food
  - Furnishings and Accessories
- Consumer Magazines
- Consumer rights: Gypping
- Counterfeits
- Credit Bureaus
- Credit Unions
- Discount Store Buying
- Farm Equipment Purchases
- Food Stamps (See also Community: Community Organizations, Resources, Services:Welfare)
- Fraud
- Garnishments
- Housing Repair and Maintenance (See Housing: Maintenance & Repairs)
- Interest Rates
- Investing Money
- Land Buying and Selling
- Loans: Borrowing Money
  - Easy Credit
  - FHA Loans
  - Juice Rackets
  - Loan Companies
  - Mail Order Loans
- Mail Order Catalog Buying
- Money Management
  - Budgeting
  - Charge Accounts
  - Credit Cards
  - Installment Buying
  - Rebates
  - Retail Processes
- Warranties and Guarantees

EDUCATION

- Career Planning (See Jobs: Career Planning)
- Educational Institutions
  - Colleges and Universities
  - Community Colleges
  - Vocational and Technical
- Finding A Job (See Jobs: Finding a Job)
- How to Apply to Educational Institutions
- How to Study
- How to Take A Test
- Locating Information
- Self-Education
  - Education Credit for experience
  - Educational Loans, Scholarships, and Assistance Programs
  - Educational Programs for Adults
  - G.E.D., High School Equivalency Diploma

FAMILY

- Brothers and Sisters: Sibling Relationships
- Care of the Aged in the Home (See Aging: Care of the Aged in the Home)
- Common Law Marriages
- Death, Funerals & Wills (See Aging: Death)
  (See Aging: Funerals)
  (See Aging: Wills)
- Divorces and Separations
- Extended Family: Cousins, Uncles, Grandparents, etc.
- Family Conflict (See also Children: Emotional Problems in Children)
- Family Crisis
- Family Recreation (See Leisure: Recreation, Family)
- Handling Close Personal Relationships, i.e. Intimacy
  (See also Relating to Others: Handling Intimacy)
- Home Health Care (See Health: Home Health Care)

- Home Management
  - Budgeting (See Consumer Economics: Money Management Budgeting)
  - Care of Clothing
  - Decorating
  - Food Preparation: Canning, Freezing, Cooking
  - Furnishing
  - Home Gardening: Flowers and Vegetables
  - House Cleaning
  - Remodeling (See Housing: Remodeling)
- Identifying Strengths and Weaknesses in the Family
- In-Laws
- Marriage Roles
- Safety Planning
  - Fires
  - Home Accidents, Poisons, etc.
  - Tornadoes (See also Community: Emergency Services)
- Sexual Relations
- Unwed Parents
- Working Women (See Jobs: Working Women)

HEALTH

- Aging (See Aging: Aging Process)
- Alcoholism
- Birth & Genetic Defects
- Black Lung (See Chronic Disease Respiratory)
- Childbirth, Labor, Midwifery
- Chronic Diseases
  - Arthritis
  - Cancer
  - Diabetes
  - Heart
  - Hypertension
  - Respiratory

Death (See Aging: Death)
Dental Care
Disease Information (See also Health: Chronic Diseases)
Disease Prevention
    Cancer (See also Health: Smoking)
    Heart Disease
    Immunization, Innoculation
    Respiratory Disease
Drug Abuse
Exercise
Faith Healing
Family Planning
    Abortion
    Birth Control
    Fertilization and Sterility
    Sterilization
First Aid
Generic Drugs and Laws
Handicapped, Mental and Physical
Health Costs
    Doctors
    Hospital
    Medicaid
    Medical Assistance (See Community: Community Organizations, Resources & Services: Welfare
    Medicare
    Private Health Insurance (See Insurance: Health Insurance)
Home Health Care
Home Remedies, Medicinal Herbs
How to Select and Obtain Medical Services
    Dental
    Doctors
    Emergency

Hospitals
Medical Clinics (See also Community: Community Organizations, Resources & Services: Public Health
Mental
How to Talk with A Doctor
Insect Control
Menopause
Mental Health (See also Children: Emotional Problems in Children)
Nutrition
Old Wives' Tales
Patent Medicines: Over the Counter Medicines
Personal Hygiene (See also Self: Personal Care and Grooming)
Physiology and Anatomy (See also Health: Preserving your Health)
Physiology of Lifting
Back Problems
Hernias
Pollution (See also Community: Social Problems of the Community Environment, Ecology)
Prenatal Care (See also Children: Premature Babies)
Prescriptions
Preserving your Health
Sight
Hearing
General
Quackery
Rehabilitation
Retardation Prevention (See also Children: Retarded Children)
Sanitation (See also Community: Community Hazards)
Smoking
Storing Medicine (See Family: Safety Planning)
Venereal Diseases
Weight Problems
Diets
Overweight
Underweight
Weight watching plans
What to Expect at the Hospital

HOUSING

Buying and Selling
Decorating (See Family: Home Management Decorating)
Fire Prevention (See also Insurance: Fire Insurance)
(See also Family: Safety Planning)
Furnishings (See Family: Home Management Furnishings)
(See Consumer Economics: Comparison Buying Furniture & Accessories)
Home Building
Maintenance and Repairs
Owner's Liabilities and Responsibilities
Remodeling
Renting
Trailers
Utilities

INSURANCE

Burial Insurance
Disability Insurance
Fire Insurance
Health Insurance
Homeowners Insurance
Life Insurance
Mortgage Insurance
Motor Vehicles Insurance
Private Pension Plans
Renters Insurance
Social Security
Workmen's Compensation (See Jobs: Workmen's Compensation)

JOBS

- Agricultural Jobs
  - Cooperatives
  - Farming
  - Land Use
  - Sharecropping, Tenant Farming
  - Woodland Management
- Application Forms
- Applying for a Job
- Assessing Your Own Skills, Talents, and Interests
- Career Planning
- Child Care Facilities, Selection of (See Children: Selecting Child Care Facilities)
- Civil Service Information
- Distinguishing Between Good and Bad Jobs:
  - Facilities, Fringe Benefits, Hours, Wages
- Employee's Responsibilities
- Employer's Responsibilities (See also Advocacy: Civil Rights)
- Employment Agencies
- Find a Job (See also Jobs: Career Planning)
  - (See also Jobs: Occupational Information)
- Holding a Job (See also Relating to Others: Getting Along with Others)
- Job Discrimination (See also Relating to Others: Dealing with Discrimination)
  - (See also Advocacy: Civil Rights)
- Job Safety
- Losing A Job (See also Jobs: Unemployment)
- Occupational Information
- Private Pension Plans (See Insurance: Private Pension Plans)
- Seasonal Jobs
- Social Security (See Insurance: Social Security)
- Training and Re-training Programs (See also Education: Educational Institutions)
- Unemployment
- Unions
- Upgrading on the Job (See also Jobs: Holding a Job)
- Working Women
- Workman's Compensation

LEISURE

- Astrology
- Cultural Activities: Music, Performing Arts, etc.
- Dancing
- Fortune Telling
- Gambling
- Games
- Handicrafts
- Hobbies
- Parks
- Playing with your Children (See Children: Playing with Your Children)
- Radio (See Leisure: TV-Radio-Movies)
- Recreation
  - Indoor
  - Outdoor: Camping, Fishing, Hunting, Swimming, etc.
- Sewing
- Sports
- TV-Radio-Movies
- Using Leisure Time Effectively
- Vacations

RELATING TO OTHERS

- Communication
  - Correct Speech Usage
  - Giving Directions
  - Listening
  - Public Speaking
  - Taking Directions
  - Use of Telephones
  - Writing letters, reports, etc.
- Entertaining
- Friendship

- Getting Along with Others, Interpersonal Relationships
  - Accepting Help
  - Dealing with Conflict
  - Dealing with Criticism
  - Dealing with Discrimination
  - Dealing with Unwanted Advances
  - Fighting Fairly
  - Getting Acquainted
  - Helping Others
  - Meeting People
  - Working with Others
- Handling Intimacy (See also Family: Handling Close Personal Relationships)
- Listening to Others
- Love
- Manners and Etiquette
- Neighbors
- Respecting the Ideas and Beliefs of Others
- Sexual Relations (See also Family: Sexual Relations)
- Sportsmanship
- Understanding Others
  - Attitudes
  - Culture
  - Ethnic Background
  - Religion

RELOCATION SKILLS

- Church
- Community Services (See Community: Organizations, Resources, Services)
- Employment (See also Jobs: Finding a Job)
- Establishing Credit
- Food Shopping
- Housing
- Moving, Expenses, Methods
- Neighbors (See Relating to Others: Neighbors)
- Schools

SELF

- Changing Yourself
- Church Affiliation
- Decision Making
- Describing Feelings
- Etiquette (See Relating to Others: Manners & Etiquette)
- ESP
- Ethnic Studies
- Goal Setting, Planning, and Achievement
- Living Alone
- Meaning of Life
- Personal Adjustment
- Personal Care and Grooming (See also Health: Personal Hygiene)
- Personal Ethics, Values, Morals, Standards
- Personal Problem Solving
- Self Esteem
- Self Evaluation
- Self Understanding
- Sensitivity to Yourself and Others--How You Come Across
- Suicide
- Superstition
- Understanding What Makes Me the Way I Am: Heredity and Environment
- Women's Liberation Movement (See also Jobs: Working Women)

TAXES

- Income Tax
  - City
  - Federal
  - State
- Local Taxes
- Sales Tax
- Social Security (See Insurance: Social Security
- Unemployment (See Jobs: Unemployment)
- Workmen's Compensation (See Jobs: Workmen's Compensation)

TRANSPORTATION

- Car Pools
- Defensive Driving
- Driver's Licenses (See also Community: Organizations, Resources & Services: Licensing Bureaus)
- Elevators
- Highway Safety
- Maps
- Overnight Accommodations
- Routing
- Stations
- Types of Transportation: Comparisons, Convenience, Fares, Repairs, General Information
  - Air
  - Bicycles
  - Boats
  - Buses
  - Cars
  - Hitchhiking
  - Motorcycles
  - Taxis
  - Trains

LIBRARY SERVICE GUIDES IN DEVELOPMENT BY THE APPALACHIAN ADULT EDUCATION CENTER

1. The Selection of Special Materials for Disadvantaged Adults*
2. The Assessment of Community Information and Service Needs*
3. The Effective Use of Pamphlets with Disadvantaged Adults*
4. Rotating or Deposit Collections of Special Materials for Disadvantaged Adults*
5. Utilizing Volunteers to Expand Library Services to Disadvantaged Adults
6. Book-By-Mail Services: Moving the Library to Disadvantaged Adults
7. Evening and Weekend Hours: Expanding Library Services to Disadvantaged Adults
8. The Library as a Community Information and Referral Center
9. Planning the Expansion of Library Services to Disadvantaged Adults
10. Working with Library Trustees to Expand Library Services to Disadvantaged Adults
11. Reader Guidance Services for Disadvantaged Adults
12. The Recruitment of Disadvantaged Adults: Effective Publicity
13. Conducting Field Trips and Tours to the Library for Groups of Disadvantaged Adults
14. ABE–What is It: Kentucky, Alabama, South Carolina, West Virginia
15. The Relationship of Disadvantagement to Library Services
16. In-service Training of Personnel to Serve Disadvantaged Adults
17. Cooperation Between Adult Basic Education and Libraries
18. Book or Human Problems Talks: A Technique for Encouraging Library Materials Usage by Disadvantaged Adults
19. Adult Education in the Library
20. Techniques for Teachers: Teaching the Application of Basic Skills to Everyday Life Problems
21. Bookmobile Services: Moving the Library to Disadvantaged Adults
22. Expanding Library Services to the Elderly
23. Coordinating with College-Level Examination Programs
24. Effectively Displaying Materials to Disadvantaged Adults
25. Audio-Visual Orientations to Libraries for Disadvantaged Adults
26. Expanding Library Services to Mental Institutions
27. Expanding Library Services to Correctional Institutions
28. Interagency Cooperation Between the Library and Agencies that Serve Disadvantaged Adults
29. Utilizing Student Help to Expand Library Services to Disadvantaged Adults
30. High School Equivalency Preparation Programs in the Library
31. Adjusting School Libraries for Adult Student Use: Cooperation with Public Libraries
32. Working with Elected Officials to Expand Library Services to Disadvantaged Adults
33. Speaker's Bureaus for Disadvantaged Adults
34. Public Library Services to Young Disadvantaged Adults
35. Maintaining Separate Collections within the Library for Disadvantaged Adults

*In Print

APPALACHIAN ADULT EDUCATION CENTER - Bureau of Research and Development
Morehead State University
Library Training Institute

EVALUATION OF LIBRARY SERVICE GUIDES

State:_____ Library:_____ Date:_____

Title of Guide:_____

Your name: _____ Position:_____

FORMAT

1. Was the guide easy to use? ____yes ____no
2. Was the print large enough? ____yes ____no
3. Did you like the way it looked? ____yes ____no

PRESENTATION

Was the writing style of the guide:

1. Informational? ____yes ____no
2. Service oriented? ____yes ____no
3. Too technical? ____yes ____no
4. Contain too much jargon? ____yes ____no
5. Easy to read? ____yes ____no
6. Understandable? ____yes ____no
7. Too long? ____yes ____no

CONTENT

1. Was the information in the guide the information you needed? ____yes ____no
2. Was there enough specific detail about how to do it? ____yes ____no
3. Was there too much detail? ____yes ____no
4. Could you apply the information to your activities? ____yes ____no
5. Could you tell others how to do it after reading the guide? ____yes ____no
6. Were the charts, outlines or questionnaires understandable? ____yes ____no

REFERENCES

Were the suggested readings of any use to you? ____yes ____no

OTHER COMMENTS

_____

_____

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Appalachian Adult Education Center
Bureau of Research and Development
Morehead State University
November 29, 1973

OTHER COMMENTS (CONT.)

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